

April 29, 2005

**MEMORANDUM TO:** Owners, Operators, Managers of  
Public Swimming Pools in Loudoun County, VA

**FROM:** Victor Avitto, Urban Division Supervisor

**SUBJECT: 2005 Swimming Pool / Spa Permits**

All public seasonal swimming pools must have a valid 2005 permit before beginning operations. The permit will be issued only after inspections and approval by the Health Department. Year-round pools/spas must submit a new application. All pool permits expire in May. Please submit the enclosed application along with a check payable to "County of Loudoun", as soon as possible. (\$220 per seasonal pool/spa, \$330 per year-round pool/spa. Locations with a seasonal pool and seasonal spa pay only \$220.)

**A pool application with owner's signature and check must be received before any inspections can be scheduled for a seasonal pool.**

Each swimming pool is assigned to a specific Environmental Health Specialist (EHS) for the season (see attachment). Inspections can be scheduled by calling their telephone number listed on attachment. Give both the name and ID # of the pool to help us identify the pool. A "Pre-Opening Swimming Pool Checklist" must be completed and received by the EHS (fax or email) before an inspection can be conducted (see attachment). This is to insure that our resources are directed at inspection and not pool management.

To avoid last minute delays, plan to have your pool cleaned, equipped, repaired and inspected **at least** two weeks prior to the proposed opening. Also, if your pool has not been approved prior to one week before your opening date, the pool water must be balanced before it will be approved. Let's beat the rush!

Please note procedures for obtaining a "Loudoun County Swimming Pool Operator Permit Card" under "Personnel Requirements" in the first attachment.

Enclosures: Swimming Pool Operation Guidelines  
Swimming Pool Permit Application  
Pre-Opening Swimming Pool Checklist  
EHS Pool Assignments for 2005

## SWIMMING POOL OPERATION GUIDELINES

### Water Quality

All pools must maintain proper water quality, i.e., free chlorine residual between 1.0 and 3.0 PPM, and pH between 7.2 and 7.8 after opening. If cyanuric acid or chlorinated cyanurate is used, a free chlorine residual of 1.0 PPM must be maintained for a cyanuric acid residual of 25 PPM, and 1.5 PPM free chlorine for a cyanuric acid residual of 50 PPM. If the chlorine residual falls below 1.0 PPM, swimmers must vacate the water until a satisfactory residual is restored.

### Personnel Requirements

**A Certified Pool Operator with an original current Loudoun County Health Department (LCHD) card must be present whenever the pool is open.** For the 2005 swimming pool season, we are requiring that applicants for “Swimming Pool Operator Permit Cards” pass an examination administered by the LCHD or have passed a certified swimming pool operator examination approved by the Director of Health (see below for approved companies).

The applicant must be sixteen years of age or older and have valid picture ID to be eligible to take the LCHD examination. **An LCHD examination applicant must call Terry Morris (703) 771-5513 or e-mail (tmorris@loudoun.gov) to schedule a testing session.**

If an applicant show proof of passing an exam from an approved company along with valid photo identification, a card will be issued without a test.

All applicants must pay a \$10 fee to be issued a card

### **Approved National Companies**

#### **National Recreation and Park Association**

22377 Belmont Ridge Rd.

Ashburn, VA 20148

Phone: (703) 858-0784

#### **National Swimming Pool Foundation**

4775 Granby Circle

Colorado Springs, CO 80919

Phone: (719) 540-9119

#### **Experior Assessments**

4401 Ford Avenue

Alexandria, VA 22302

Phone: (703) 578-9606

#### **American Lifeguard Association**

8300 Boone Blvd 5th Floor

Vienna, VA 22182

Phone: (703) 761-6750

#### **Contractors Institute, Inc.**

PO Box 335

Oilville, VA 23129

Phone: (804) 556-5518

#### **National Spa & Pool Institute**

2111 Eisenhower Avenue

Alexandria, VA 22314

Phone: (703) 838-0083

### Emergency Procedures

**The Health Department must be notified if the filtration or chlorination system breaks down. The pool must be closed until the equipment is repaired.**

## **Water Contamination**

**If a pool is contaminated by human or animal feces it must be closed immediately, and the Health Department notified. The pool operator must take the following action:**

- 1) Close the pool for at least one turnover time.
- 2) Capture fecal material in a container for disposal.
- 3) Raise the chlorine residual to 2.0 PPM.
- 4) Overflow the pool; and
- 5) Backwash the filter after one hour.

## **Reports and Records**

Water quality records must be maintained and be readily available to the Health Department. Record free chlorine residual and pH test results at least once every two hours while the pool is in operation. Alkalinity tests must be recorded at least weekly. Water quality results must be posted daily for the public. Do not mail these reports to the Health Department.

## **Approval for Permit**

A pool will not be approved if items on the "Pre-Opening Swimming Pool Checklist" are not in compliance.